Reset Form

Michigan Department of Treasury
4228 (1-05)

Confidential Data Need and Use Request/Report

Instructions: This form is to be completed and sent to the Disclosure Officer whenever access to Federal tax data is required to perform your official duties. Complete **Section I - Request Information**, make a copy for your file and send the original form to the Disclosure Officer. To fulfill the terms of the agreement between Treasury and the Internal Revenue Service, report information is required by December 15th of each year that Federal tax data is used. To comply with this requirement, you must pull the file copy and complete **Section II - Report Information** and send it to the Disclosure Officer by December 15th.

Section I - Request Information

Employee Name	Telephone Number	Date
Title/Classification	Division/Bureau	
Project Name	Anticipated Project Start Date	Computed Assessments $

Scope and Purpose of Project (add additional sheet(s) if necessary)

Data Sources
Compare to Mainframe: ☐ Yes ☐ No   Data Warehouse: ☐ Yes ☐ No   Other Source (describe below):

1. Name of Database Being Requested	2. Name of Database Being Requested	3. Name of Database Being Requested
4. Name of Database Being Requested	5. Name of Database Being Requested	6. Name of Database Being Requested

How was the collected data used?

If you do **not** follow the official Treasury policy on handling and destruction of confidential information (Policy ET-03115 and PT-03137), explain your method of destruction.

Revenue Projection $	Employee Signature	Date	Administrator Signature	Date

Section II - Report Information (Due December 15)

Revenue Generated $	Employee Signature	Date	Administrator Signature	Date

1. Name of Database Actually Used	2. Name of Database Actually Used	3. Name of Database Actually Used
4. Name of Database Actually Used	5. Name of Database Actually Used	6. Name of Database Actually Used

DISCLOSURE OFFICE USE ONLY

Date Request Received	Date Request Approved	Disclosure Officer Request Approval (Signature)	Was Need and Use Report required?
Date Report Received	Date Report Approved	Disclosure Officer Report Approval (Signature)	☐ Yes ☐ No

Disclosure Officer
Office of Policy Communications and Disclosure
Michigan Department of Treasury
430 W. Allegan St.
Lansing, MI 48922

Phone: 517-335-0629
Fax : 517-241-4742
email: Treas_Disclosure@michigan.gov

Instruction for Completing Form 4228, Confidential Data Need and Use Request/Report

Section I - Request Information

1. Fill in Section I to request access to Federal Databases for a specific project. The Internal Revenue Service requires that all users of federal data access that data for the purpose of administering a tax. In order for Treasury to meet this requirement, each individual requesting access must identify the federal data extracts to be used and the amount of revenue to be collected from using federal data. This is in addition to completing Treasury Form 4081 for Data Warehouse access to each specific database.

2. Computed Assessments include all tax, penalty, and interest estimated to be due on an account.

3. Data Sources: Each database whether PC-based or on the mainframe must be identified in this section. Include the extension of the file if it is not on the data warehouse or mainframe systems. Examples: TREAS, BMF, federal individual data, etc.

4. Destruction of Confidential Information policies are governed by the following Treasury documentation:

   ET-03115, Confidential Information, Handle and Discard; and
   PT-03137, Materials Containing Confidential Information, Discard.

5. Revenue Projection: If an estimate of revenue the project will generate has been determined, please provide the amount in this box.

Section II - Report Information

1. Was Need and Use Report Required? The Need and Use Report is necessary to meet federal reporting requirements as defined in our data exchange agreement. Please complete section II when you generate revenue or stop fraudulent credit payments using federal data. Check with the Disclosure Officer if you are unsure whether a report is needed.

2. Reporting Period: Complete the information about the Revenue generated for the October to September fiscal year. Please submit report by December 15 and submit to the Disclosure Officer, at the address at the bottom of the form.

3. Revenue Generated shall include all tax, penalty and interest computed, or credit savings realized from the use of federal or state databases accessed for this project.

Disclosure Officer
Office of Policy Communications and Disclosure
Michigan Department of Treasury
430 W. Allegan St.
Lansing, MI 48922

Phone: 517-335-0629
Fax : 517-241-4742
email: Treas_Disclosure@michigan.gov